

CIVILIAN MANAGEMENT TRAINEE VACANCIES

Department of the Navy Acquisition Intern Program

Entry: GS-07 \$29,966* Computer Specialist: \$36,100 * Salary will vary based on locale. Reflects January 2001 pay raise. Full Performance Level GS-12 (\$58,000+) without further competition at program completion	Vacancy Announcement # AIP-FY02-OSP Open for Immediate Consideration 09/01/01 Closes when all vacancies are filled, or 07/31/02 (Apply up to 9 months prior to graduation.)
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Department of the Navy Acquisition Intern Program

- The Department of the Navy employs nearly 34,000 highly trained, skilled, and educated civilians in the Acquisition Work Force at Navy and Marine Corps facilities throughout the U.S.
- The Acquisition Intern Program (AIP), centrally managed for the Department of the Navy at the Career Management Site (CMS) provides an intensive and structured three-year career development program for college graduates to become acquisition professionals.
- Through a series of formal training classes, diverse rotational assignments, extensive hands-on training in progressively responsible assignments, and with tuition assistance for continuing your education, you can become a member of the acquisition team.
- Acquisition professionals are in a variety of positions, performing "cradle to grave" management of highly technical systems, equipment, facilities, supplies, and services.

Locations

Positions are located at Naval and Marine Corps activities throughout the U.S.

- the largest grouping is located in the Washington, D.C. metropolitan area, with other concentrations in CA, PA, MD, VA, and FL.
- Other locations are also possible and you may indicate any specific preference on your Geographic Preference Statement.

Positions

- Contract Specialist
- Program Analyst
- Logistics Management Specialist
- Computer Specialist
- Other related positions

Qualifications

- Bachelor's degree from an accredited institution with;
 - ✓ a minimum overall 3.45 Grade Point Average (on a 4.0 scale) for **ALL** undergraduate courses.

OR

- ✓ upper 10% ranking in graduating class or in major university subdivision for baccalaureate degree.

In addition:

Contract Specialist positions require at least 24 semester credit hours (or equivalent) of study in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Computer Specialist positions require major study in information science, information systems management, computer science, or related major in the computer field.

NOTE: Applicants must complete, by August 31, 2002, a 4-year course of study leading to a bachelor's degree from an accredited institution. The GPA of 3.45 or above must be documented on a college transcript (official or unofficial). All credit hours/quality points earned at previously attended institutions used by the degree granting institution toward meeting your undergraduate degree requirements must be included in the overall GPA computation. Transcripts must be provided for all schools attended.

A letter from the Registrar or Dean stating that you ranked (or currently rank) in the top 10% of the undergraduate class or major subdivision of the university, such as the College of Liberal Arts or School of Business (not Department level) is required.

Graduate level GPA's cannot be used in determining eligibility. GPA and class ranking requirements cannot be waived. If you have not yet graduated, you may be offered a position contingent upon your final GPA or class ranking.

Requirements

All applicants must:

- **Be a U.S. Citizen**
- **Be registered with the Selective Service (males born after 12/31/59)**
- **Sign a mobility agreement**
- **Be able to obtain and maintain a Security Clearance**
- **CRIMINAL OFFENSES, EXCESSIVE USE OF ALCOHOL, SUPPLYING OR USING ILLEGAL DRUGS, POSSESSING AND/OR USING A FOREIGN PASSPORT, EXCESSIVE AND/OR REPETITIVE INCIDENTS OF INDEBTEDNESS, AND THE HOLDING OF A DUAL CITIZENSHIP MAY ADVERSELY AFFECT ACCEPTANCE INTO OR CONTINUATION IN THE PROGRAM. A FEW POSITIONS MAY REQUIRE DRUG AND POLYGRAPH TEST.**

Benefits

- 13-26 paid vacation days a year based on length of service
- 10 paid annual holidays
- 13 days sick leave annually
- Excellent retirement plan which includes employer-matched funds and tax-deferred savings option
- Choice of a variety of health insurance plans, including fee-for-service and HMOs
- Low-cost life insurance program that features variable coverage and provides family benefits as well
- Generous college tuition assistance to encourage continuing education
- Flexible, family-friendly work schedules

How To Apply

Mail or Fax:

1. Resume (see reverse)
2. Transcripts
3. Signed Mobility Agreement
4. Geographic Preference Statement
5. Declaration for Federal Employment (OF 306)
6. Race and National Origin Questionnaire
7. Recruitment Source Questionnaire
8. DD214 Military Discharge Certificate (if applicable)
9. Most recent SF-50 (Notification of Personnel Action), if current or prior federal employee

Address:

Department of Navy
Career Management Site
AIP Recruitment
P.O. Box 2033
Mechanicsburg, PA 17055-0784

Phone: (800) 431-4422
Fax: (717) 605-1980
E-Mail: navyintern@hropensacola.navy.mil
URL: www.navyintern.cms.navy.mil

- All qualified applicants will receive consideration for position vacancies without regard to race, religion, color, age, national origin, lawful political affiliation, sex, marital status, membership or non-membership in an employee organization, handicap not disabling to the job, or other non-merit factors.
- Eligible displaced Federal employees must also provide documentation as described in this notice.
- The primary purpose of the AIP is to recruit and develop recent college graduates.
- Former Navy AIP interns are not eligible to reapply.
- Payment of relocation expenses is not authorized.
- Previous applicants must reapply to be considered.
- Positions require completion of a one-year probationary period.
- Check www.usajobs.opm.gov for current federal job openings.

WHAT TO INCLUDE IN YOUR RESUME

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement or this flyer, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink. Here's what your resume or application must contain in addition to specific information requested in the job vacancy announcement:

POSITION TITLE. Position for which applying: Acquisition Intern GS-7 entry

PERSONAL INFORMATION.

- Full name, mailing address (with ZIP Code) and day/evening phone
- Social Security Number
- Country of citizenship (United States citizenship required)
- Military service history (ALL males born after 12/31/59 must provide their Selective Service registration number)
- Highest Federal civilian grade held; job series and dates held

EDUCATION.

- Name and address of all colleges/universities attended
- Type, major, and year of all degrees received or anticipated
- SEND A COPY OF ALL YOUR COLLEGE TRANSCRIPTS (INCLUDING TRANSCRIPTS FOR ANY UNDERGRADUATE COURSES THAT WERE TRANSFERRED TO THE DEGREE-GRANTING SCHOOL)

WORK EXPERIENCE. Give the following information for your paid and non-paid work experience related to the job for which you are applying.

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

**ATTENTION: DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION
AND SELECTION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE
PROGRAM (ICTAP)**

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You **must** submit a copy of the appropriate documentation such as a RIF separation notice, or a letter from OPM or your agency documenting your priority consideration status with your application package.

The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; **or**
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; **or**
3. Retired with a disability and whose disability annuity has been or is being terminated; **or**
4. Upon receipt of a RIF separation notice retired **on the effective date** of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; **or**
5. Retired under the discontinued service retirement option; **or**
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position.

NOTE: Displaced DOD employees are placed through the DOD Priority Placement Program and are not eligible for consideration under ICTAP.

Naval Acquisition Intern Program Mobility Agreement
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Background - The Naval Acquisition Intern Program is designed to provide a cadre of highly trained individuals to meet the Navy's future civilian manpower needs. The Department of Navy is committed to the professional development of the individuals selected into this program. Participants are provided formal classroom training, extensive hands-on experience, and progressively more responsible job assignments to further professional development. Mobility is a key factor in the success of participants in this program.

Requirement - Mobility is a condition of initial and continuing employment with the Career Management Site.

Impact - Since mobility is a condition of employment, application for program vacancies will not be processed without a signed agreement. If selected into the program, failure to accept assignments involving travel or change of duty station as directed may result in dismissal.

Expenses - Reimbursement of authorized travel expenses while in the program will be made in accordance with the Joint Travel Regulations in effect at the time of travel.

This agreement is between the Career Management Site and:

[printed name]

In accordance with the above information, I hereby agree to the following:

- a. Travel to temporary training assignments away from the designated duty station;
- b. Change duty stations and residence to specified locations within the continental United States for training purposes;
- c. Accept duty station assignment for final placement upon completion of the Acquisition Intern Program at a designated Naval activity within the continental United States to meet the needs of the Department of Navy.

SIGNATURE: _____ DATE: _____

**NAVAL ACQUISITION INTERN PROGRAM
GEOGRAPHIC PREFERENCE STATEMENT**

Your preference statement will be used to determine the location(s) to which your name will be referred for initial employment consideration in the program. If you are selected the Mobility Agreement will apply. Specific locations listed within the zone are subject to change. You may check all zone(s) that apply; however, if you decline an offer of employment in a selected zone, you will be removed from further consideration. Feel free to prioritize your choices.

- _____ **NE Zone** includes Maine to Pennsylvania - locations such as Lakehurst, NJ; Philadelphia and Mechanicsburg, PA; New England States
- _____ **DC Zone** includes Washington, DC and suburbs in MD and northern VA - locations such as Arlington and Quantico, VA; Patuxent River, MD
- _____ **SE Zone** includes the remainder of Virginia (not in DC Zone), South Carolina, North Carolina, Florida, Georgia - locations such as Norfolk, VA; Cherry Point, NC; Charleston, SC; Orlando and Jacksonville, FL; Albany, GA
- _____ **W Zone** includes California, Washington - locations such as San Diego, China Lake, and Port Hueneme, CA; Bremerton, WA
- _____ **HI Zone** includes Pearl Harbor, Hawaii
- _____ **ALL Zones**

_____ **SPECIFIC CITY AND STATE**

Print Name

Signature

Date

Insert of 306

U.S. Office of Personnel Management

APPLICANT RACE AND NATIONAL ORIGIN QUESTIONNAIRE

For use when applying to agencies based on scholastic achievement

Please complete Items 1 through 7

OPM Form 1386B (1-90)

1. Name (Last, First, Middle Initial)	2. Date (Month, Day, Year)	3. Social Security Number
4. Title of Position to Which Applying	5. Grade of Position	6. Location of Position

IMPORTANT INFORMATION

The United States District Court for the District of Columbia, in a Decree approved in a lawsuit entitled Luevano v. Newman Civil Action No. 79-0271, has ordered that Federal Government Agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is one of those occupations.

You are requested to complete this form. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

This form is authorized for use by the Office of Personnel Management ONLY for the purposes of complying with the requirements of the Luevano v. Newman Decree.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Public burden reporting for this collection of information is estimated to take approximately 8 minutes per response, including time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0095), Washington, D.C. 20503.

7 RACE AND/OR NATIONAL ORIGIN

The categories below provide descriptions of race and national origins. Read the Definition of Category descriptions and then check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. NOTE: Please mark only ONE box!

Name of Category	Definition of Category
<input type="checkbox"/> A. American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
<input type="checkbox"/> B. Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
<input type="checkbox"/> C. Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> D. Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.
<input type="checkbox"/> E. White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North America, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> F. Other	A person not included in another category.

FOR AGENCY USE ONLY

Series	OPM Zone	Category	Comments

RECRUITMENT SOURCE QUESTIONNAIRE

How did you hear about us?

_____ Career Fair
(Where & When?) _____(30)

_____ JobDirect.com (44)

_____ Career Management Site Website (www.navyintern.cms.navy.mil) (41)

_____ Engineeringjobs.com (15)

_____ National Association of Colleges & Employers (NACE) Website (45)

_____ Ad in Magazine (Which one?) _____(02)

_____ Friend, Relative, current or former federal employee (14)

_____ Your College or University Career Center/Placement Office (20)

_____ Other (Please Specify) _____(35)